BROADCAST
PB #26-030
<u>Job Search /Job Search Workshop</u>

Clarification of how Participation is applied
Effective Immediately (August 25, 2006)

DES 2-10.503.01; DES 2-10.515.05.B.3
New References: DES 2-10.503.01.C.5; DES 2-10.503.01.C.5.a; DES 2-10.503.01.C.5.b
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This Policy Broadcast is being issued to provide clarification of how countable participation hours are applied when attendance to the Job Search Workshop is incorporated into the Employment Plan.

Effective immediately:

- Job Search Workshop (**JSW**) should not be considered a State Participation Activity.

- The Job Search Workshop (**JSW**) should will is considered a **sub-set** of the Job Search (**JOB**) component and can **only** be placed on the *Employment Plan* (NIS060) screen in conjunction with the **JOB** component.

- Any hours spent in **JSW** will be recorded to the **JOB** component in the *Client Participation Update* (NIS140) screen.

EXAMPLES:

This *Employment Plan* (NIS060) screen identifies the participant is assigned 40 hours a week in the **JOB** component for 2 weeks, **AND** within those 2 weeks, the participant has been scheduled to attend 8 hours of **JSW**.

```
 TERM: XZ33      M7        JOBS AUTOMATED SYSTEM           DATE: 08/21/2006
 V6NIS060                     EMPLOYMENT PLAN              TIME: 13:14:07
                                                           PAGE:  1
 JOBS ID: 0000000        SSN: 000-00-0000            FS PRIORITY:
 NAME: DYNAMITE          NAPOLEON        EMP LVL:  VOC CTR:   JOB CTR:  0
 JOBS STATUS: 14 22    JOBS STATUS DATE: 08/03/2006  ASSIGNED CASEWORKER: 000
         EMPLOYMENT GOAL: 11            EP SIGNED: N   EP DATE: 00 00 0000
 OBJECTIVES: _____
             _____
 ACTV/ HRS/ ------- DATES --------                    INVOICE      DOL
 SRVCS CONT BEGINNING    ENDING    PROV-ID/LOC         RCVD-DATE CLS PAID

 JOB   40  08 14 2006  08 25 2006  00000 0001         __ __ ____ _
 JSW   08  08 14 2006  08 14 2006  00014 0051         __ __ ____ _
 ___   __  __ __ ____  __ __ ____  ____ ____          __ __ ____ _
 ___   __  __ __ ____  __ __ ____  ____ ____          __ __ ____ _
```

```
      ___    __   __ __ ___   __ __ ___   ____ ___              __ __ ___ _
      ___    __   __ __ ___   __ __ ___   ____ ___              __ __ ___ _

   NEW JOBS STATUS: __ __   EFFECTIVE DATE: __ __ ____               NEXT===>NIS ___
   ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF11--PF12--PF18---
   ACCPT HELP  EXIT  NIS   MAIN      ALERT PGUP  NXTPG CCREF PRT  WARNT PROV
```

The participant is responsible for *completing* 40 hours of the **JOB component**, 8 of the 40 hours are completed in the **sub-set JSW**. When it is verified that the participant has completed the Job Search work activity including the Job Search Workshop, 40 actual hours will be recorded under the JOB activity and 0 actual hours will be recorded under the **JSW**.

```
  ** END OF DATA **
  TERM: XZ33     M7    JOBS AUTOMATED SYSTEM                   DATE: 08/21/2006
  V6NIS140              CLIENT PARTICIPATION UPDATE            TIME: 13:24:51

  JOBS ID: 0000000         SSN: 000-00-0000      JOB ACTV CTR:  0
  NAME: DYNAMITE           NAPOLEON              VOC ACTV CTR:
  JOBS STATUS: 14 22     JOBS STATUS DATE: 08/03/2006   ASSIGNED CASEWORKER: 042

                     REPORT FOR WEEK ENDING: 08 18 2006

                      BEGIN        PROV    HOURS   HRS  RSN  DATE UPDATED
    PROGRAM ACTIVITIES  DATE      ID /  LOC  SCH ACT  SANC SANC PARTICIPATION
  JOB SEARCH         08/14/2006  00000  0001  40  40   __   __    08/21/2006
  JOB SEARCH WRKSHP  08/14/2006  00014  0051   8  00   __   __     /  /
                       /  /                    __  __   __   __     /  /
                       /  /                    __  __   __   __     /  /
                       /  /                    __  __   __   __     /  /
                       /  /                    __  __   __   __     /  /
                                                              NEXT
                                                         JOBS ID: _____
  COMPLIANCE: _              DATE: 08 24 2006              NEXT===>NIS ___
  ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  ACCPT HELP  EXIT  NIS   MAIN      ALERT      NXTPG                     TRE
```

When it is verified that the participant completed the **JOB** component but did not attend the **JSW sub-set**, 32 actual hours will be recorded under **JOB**.

```
  ** END OF DATA **
  TERM: XZ33     M7    JOBS AUTOMATED SYSTEM                   DATE: 08/21/2006
  V6NIS140              CLIENT PARTICIPATION UPDATE            TIME: 13:24:51

  JOBS ID: 0000000         SSN: 000-00-0000      JOB ACTV CTR:  0
  NAME: DYNAMITE           NAPOLEON              VOC ACTV CTR:
  JOBS STATUS: 14 22     JOBS STATUS DATE: 08/03/2006   ASSIGNED CASEWORKER: 042

                     REPORT FOR WEEK ENDING: 08 18 2006

                      BEGIN        PROV    HOURS   HRS  RSN  DATE UPDATED
    PROGRAM ACTIVITIES  DATE      ID /  LOC  SCH ACT  SANC SANC PARTICIPATION
  JOB SEARCH         08/14/2006  00000  0001  40  32   __   __    08/21/2006
  JOB SEARCH WRKSHP  08/14/2006  00000  0001   8  00   __   __     /  /
                       /  /                    __  __   __   __     /  /
                       /  /                    __  __   __   __     /  /
```

```
                    /  /                  __  __  __  __    /  /
                    /  /                  __  __  __  __    /  /
                                                          NEXT
                                                          JOBS ID: _____
COMPLIANCE: _                  DATE: 08 24 2006              NEXT===>NIS ___
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
ACCPT HELP  EXIT  NIS   MAIN       ALERT        NXTPG                    TRE
```

The following changes will be made to the Jobs Online Manual at the next revision:

DES 2-10.503.01 – Change to read: Job search is a structured activity in which participants are required to actively seek employment by identifying employment opportunities, applying for employment, participating in employment interviews and may include participating in Job Search Workshops provided by DES Job Service.

DES 2-10.503.01.C.5 – Add: Job Search Workshop. Job search workshop is a skills workshop facilitated by Job Service. Job Search Workshop is a sub-code that can only be used for a total of 24 hours.

DES 2-10.503.01.C.5.a – Add: Job Search Workshop is keyed as **JSW** in the Activity Services field, **00014** in the Provider ID field and **0051** in the LOC field on the *Employment Plan* (NIS060) screen.

DES 2-10.503.01.C.5.b- Add: Actual hours completed in **JSW** will be recorded under the actual hours for the **JOB** component in the *Client Participation Update* (NIS140) screen.

DES 2-10.515.05.B.3 - Remove

All requests for clarification should be sent via e-mail to +EA Policy & Training or **EAPolicyTraining@azdes.gov** and copied to **DBlackman@azdes.gov** by your policy designee.